



LORO PIANA SUPPLIER PORTAL REGISTRATION MANUAL

MAY 20TH, 2021 - VERSION 1.2

The **Loro Piana Supplier Portal** represents the main **Vendor Relationship Management** tool, whose purpose is, among others, to guide Suppliers registration and qualification through a dedicated platform.

The Portal simplifies the interaction and strengthens the relationship with Loro Piana, as well as optimizes and integrates **Procurement processes**, ensuring their transparency.

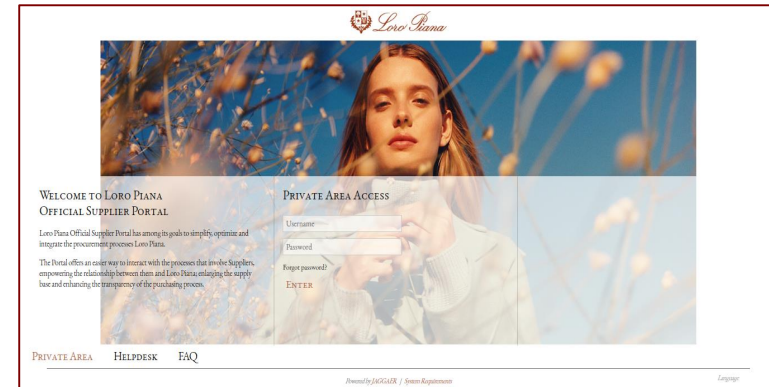
The benefits are significant and immediate:

- ✱ **Unique online access point**
- 🕒 **24/7**
- 🔍 **Transparency, organization and simplification of Qualification processes**
- 📌 **Quick access and information and documents flow**
- 💰 **Free**
- 😊 **User friendly**

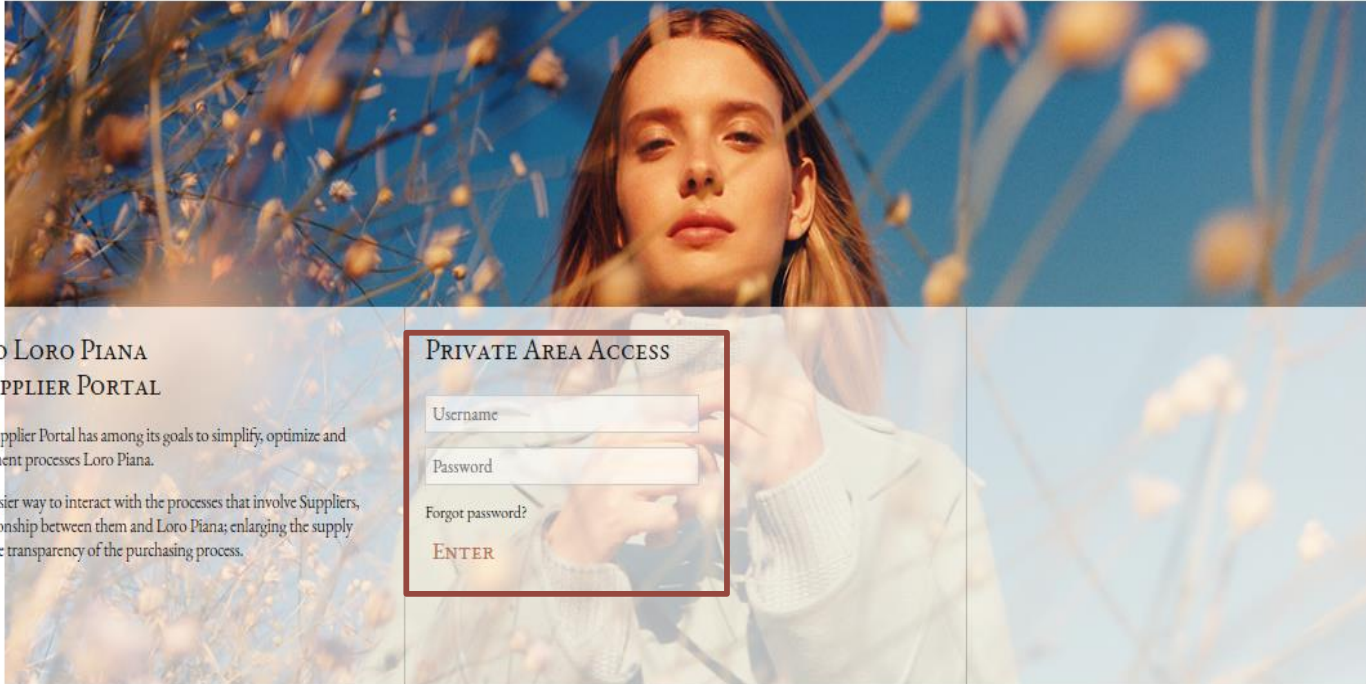
• Log-in	4
• Registration	6
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• Data modification	29
• Password Recovery	34



Receiving an **e-mail**
with login credentials
(please check your
junk mail)



Log in to the Loro
Piana Supplier Portal

[PRIVATE AREA](#)[HELPDESK](#)[FAQ](#)

Powered by JAGGAER / System Requirements

[Language](#)

By clicking on the link enclosed in the email, you can access the Portal homepage.

To login, click on **Private Area** and enter your username and password.

To access the Portal, please declare the acceptance of the following documents.

1. General Terms And Conditions For Participation In Events Conducted Through the Portal



**GENERAL TERMS AND CONDITIONS FOR PARTICIPATION IN EVENTS CONDUCTED THROUGH THE PURCHASE PORTAL OF LORO PIANA -
THE DOCUMENT IS NOT RELATED TO THE PURCHASE CONDITIONS/CONTRACT WITH LORO PIANA AND ITS CONTROLLED COMPANIES, BUT JUST FOR THE USE OF THIS PORTAL**

1. INTRODUCTION

1.1 Loro Piana S.p.A., headquartered in Quarona (VC), Corso Rolandi 10, VAT number 01611400027, is the owner of the purchase portal "Purchase Portal of Loro Piana" (the Portal).

1.2 Loro Piana operates the Portal as a buyer (the Buyer or Loro Piana).

2. SCOPE

2.1 The scope of this agreement (the General Conditions) is to define the terms and conditions under which certain parties, operating within the range of their own business, institutional or professional activities (the Supplier or the Suppliers), can take part as suppliers, when invited, in request for quotation as well as other events (the Events), organized by the Buyer, through BravoSolution's Technological Platform (the Platform), featuring proprietary hardware and software.

2.2 The participation and the implementation of Events shall be governed by the "General Terms and Condition" and the Participation Regulation governing participation in Requests for Quotation and all other Events performed through the Purchase Portal of Loro Piana" (the Regulation) (hereinafter Conditions and Regulation).

3. REGISTRATION TO THE PORTAL - PARTICIPATION IN EVENTS

3.1 The mandatory condition for utilizing the Platform is registration and qualification to the Portal. To this end, the Supplier shall communicate, in a truthful and proper fashion, all personal information and any other details deemed necessary or useful by the Buyer for identifying the Supplier (the Registration Data).

3.2 Upon registration, the Supplier shall choose one or more identification code(s) (User Id) and be awarded one or more Password(s) (Password(s)). The registration shall be deemed completed upon the Buyer activating the Password and User ID.

3.3 User ID and Password are strictly personal and non-transferable. The Supplier shall pledge not to disclose them to third parties and to store and safeguard them with the utmost care. The Supplier shall be held solely accountable for their use by third parties and, in any case, is fully committed to immediately notifying Buyer in case of their theft or loss.

3.4 Following the activation of User ID and Password, the Supplier, if invited, can participate in the Events through a personal computer, featuring a Web browser, connected to the Internet, in compliance with the minimum system requirements defined at the time by the Buyer. Purchase, installation and configuration of Supplier's hardware and software are the sole responsibility of the Supplier.

3.5 The implementation of Events shall be governed, in addition to the Regulations, by a letter of publication, if any, specific to the Event or to a series of Events (the Letter of Publication) as well as by the provisions and definitions published online in the apposite information section of the Platform.

Download the document

☐ I have read and accepted the contents of the document

The Supplier hereby acknowledges subsequent to careful reading to specifically accept the provisions contained in the following Articles:

☐ Art. 3.6 (Activation of Operating Accounts), Art. 4 (Obligations and Guarantees of the Supplier), Art. 5 (Termination - Disclaimer of Agreement), Art. 6 (Buyer Limitation of Liability and Absence of Warranties), Art. 7 (Industrial and Intellectual Property Rights), Art. 10 (Amendments to Conditions for the Supplier), Art. 12 (Applicable Legislation and Court of Law).

2. Regulations Governing Participation In A Request For Quotation And All Other Events Performed Through The Portal

REGULATIONS GOVERNING PARTICIPATION IN A REQUEST FOR QUOTATION AND ALL OTHER EVENTS PERFORMED THROUGH THE PURCHASE PORTAL OF LORO PIANA - THE DOCUMENT IS NOT RELATED TO THE PURCHASE CONDITIONS/CONTRACT WITH LORO PIANA AND ITS CONTROLLED COMPANIES, BUT JUST FOR THE USE OF THIS PORTAL

PART I: GENERAL PRINCIPLES AND PROVISIONS

1. INTRODUCTION

1.1 The request for quotation is defined as the request for sending and the consequent issue, all by electronic means, of a binding financial quotation and/or a binding indication of the technical-pricing terms and conditions involving the exchange of goods and services (the Request for Quotation or the RFQ).

1.2 The Request for Quotation is between Buyer and one or more Suppliers, with each Party operating within the range of its business, professional or institutional activity and registered on the Portal, through the submitting of quotations (Quotations) in the Platform.

1.3 The Regulations define methods for the implementation of a Request for Quotation and all other events performed through Platform utilisation in addition to the obligations and the rules that Buyer and Suppliers ought to comply with throughout the duration of an Event. Further specific provisions relating to the implementation of each Event, binding for both Buyer and Suppliers, are highlighted in the Letter of Publication as well as in the Platform's dedicated information sections.

1.4 The general principles that govern the implementation of Events and participation therein are the equality of conditions for all participants, transparency, good faith, fairness, confidentiality of information traded and compliance with the Law.

1.5 For reasons of clarity, terms starting with a capital letter but not specifically defined in the Regulations, shall bear the meaning as given in "General terms and conditions for Supplier participation in events conducted through the Purchase Portal of Loro Piana" (General Conditions).

2. NOTIFICATIONS RELATING TO EVENTS

2.1 All actions and communications on the part of the Buyer and Suppliers at every stage of the Event (including the preliminaries, implementation, award and any possible suspensions, interruptions, resumptions and/or cancellations), may be implemented in accordance with two separate operating modes and also through a combination of both: a) on-line; b) off-line. The actual availability of both operating modes shall be at Buyer's discretion; Suppliers shall agree to utilize the available operating mode.

2.2 The on-line operation envisages that the Suppliers enter data and Quotations, communicate with Buyer and express their will by clicking on the appropriate icons available on the Platform and/or using the messaging tool of the Platform.

2.3 The off-line operation envisages that the Suppliers communicate with Buyer, by submitting and receiving information, data, instructions and briefs via e-mail or telephone. In case of telephone communication, Buyer shall be entitled, in compliance with provisions of the Law, to record the conversation taking place with the Suppliers. Suppliers shall acknowledge that the recordings made by Buyer shall serve as a full proof of actual facts and circumstances.

3. PRELIMINARY PHASES

3.1 Buyer, in order to create an Event, will publish on the Portal the data regarding the relative Event (the Data).

[Download the document](#)

☐ I have read and accepted the contents of the document

3. Suppliers code of conduct

Suppliers code of conduct (April 2018 version)

Loro Piana S.p.A. with registered offices in Corso Rolandi 10, Quarona (VC) – Italy and the controlled company Manifattura Loro Piana S.r.l., with registered offices in via Parini 52, Sillavengo (NO) – Italy, VAT 01467220032 (together “Loro Piana”) belong to the LVMH Group.

The LVMH Group attaches great importance to ensuring that its Maisons and their partners share a set of common rules, practices and principles with respect to ethics, social responsibility and protection of the environment.

Consequently, the LVMH Group expects its Maisons to establish and promote exemplary relations with all their partners (suppliers, distributors, subcontractors, etc.) anchored in responsibility, fairness and integrity.

Each LVMH Group Maison therefore requires its suppliers to respect the ethical principles presented in this Supplier Code of Conduct and to ensure that their own suppliers and subcontractors do the same.

In the conduct of its activities, Loro Piana is committed to complying with all applicable laws, regulations and national and international conventions, as well as with best practices, in particular with regards to ethics, social responsibility and protection of the environment. Loro Piana expects its suppliers to apply the same respect for applicable laws and ethics principles as they do in the management of their own companies. Loro Piana requires strict compliance with these standards by all its suppliers, their workers, their production facilities, their subcontractors and their own suppliers.

When national legislation or other applicable regulations address the same issue as this Supplier Code of Conduct, the highest standards or most restrictive provisions shall apply. When this Supplier Code of Conduct is in contradiction with applicable law, the applicable law shall apply.

Loro Piana works with suppliers who agree to comply with the requirements of this Supplier Code of Conduct and with the principles stipulated in the Conventions of the International Labour Organization, the Universal Declaration of Human Rights, the United Nations Global Compact and the OECD Guidelines for Multinational Enterprises and the United Nations Women’s Empowerment Principles.

Our suppliers remain guarantors towards Loro Piana for work performed by their subcontractors and suppliers and guarantee respect by their subcontractors and suppliers of this Supplier Code of Conduct and relevant obligations.

In the event of any violation of this Supplier Code of Conduct by the supplier or one of its suppliers or subcontractors, Loro Piana reserves the right to review the business relationship and possibly terminate it in conformity with applicable law, even if there is no written contract formalizing this relationship, without prejudice to the other rights of Loro Piana or remedies it might seek.

1. LABOR STANDARDS AND SOCIAL RESPONSIBILITIES

Loro Piana requires its suppliers to exhibit exemplary social responsibility in their conduct.

Download the document


☐ I have read and accepted the contents of the document

The supplier hereby acknowledges and accepts that it is expressly excluded and prohibited any sales of loan claimed to Loro Piana SpA / Manifattura Loro Piana from factoring companies, banks or in general to any third party

☐ I accept the content

NEXT

Once you have declared all documents acceptance, click **Next**.



Specify a new Password in order to proceed

⚠ For reasons of security you are required to change your Password.
Please enter a new Password in the fields below, and click "Submit" to continue.


ⓘ Passwords must contain at least 8 characters
Password must be different from login
New password must be different from the previous 3 passwords

New Password

Confirm Password

On first login, you are prompted to change your password.

Enter the **new password** and click **Submit**.



Registration Data

Registration Data

Onboarding Pages

Registration Confirmation

Save & Continue

Organisation Details

[Search for your data in Cribis database](#)

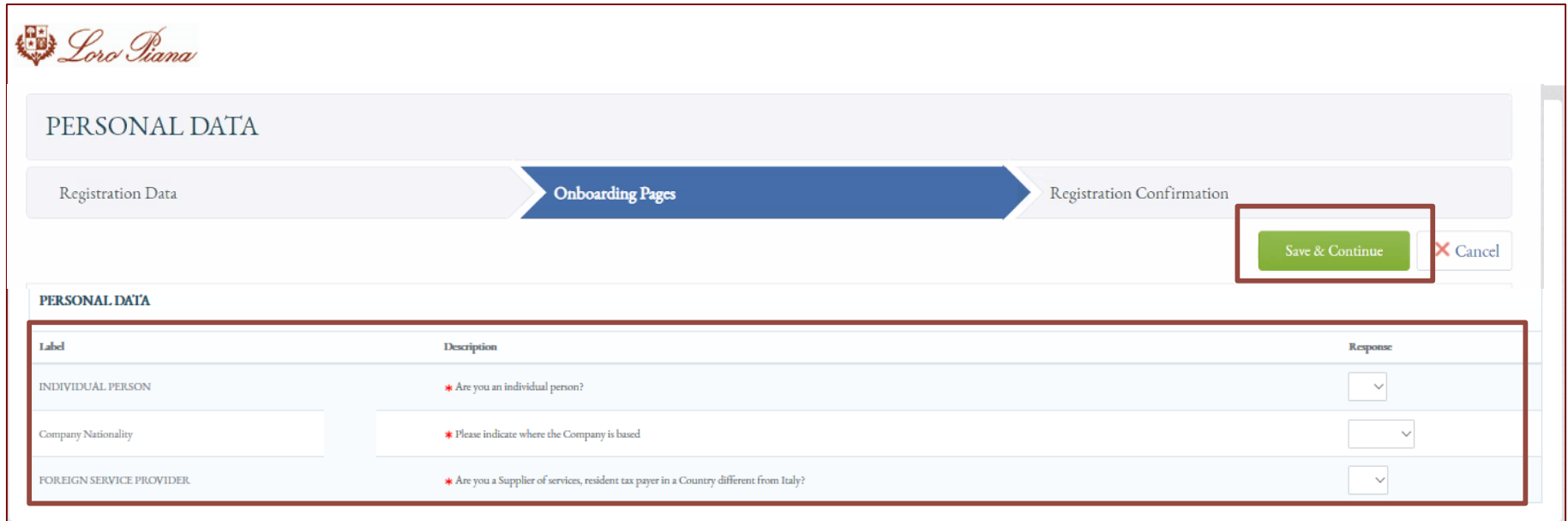
SAP Code	
Country (Headquarter office)	ITALY
Organisation Name	supplier 15-12-2020
C.F.	22355234784
Corporate Number / Tax Identification Number / Business Number	
EU VAT Number	
* Address	<input type="text"/>
* Street number	<input type="text"/>
* Postal Code	<input type="text"/>
* City	<input type="text"/>
* State/Country	<input type="text" value="--"/> ▼
Web site	<input type="text"/>
DUNS CODE <small>(to obtain your duns code access to https://www.upik.de/bch52625c78766c32b92c2ca9f8e61/en/upik_suche.cgi?ncw=1)</small>	

To start the registration process, fill in the mandatory fields (*) of the **Registration Data** section.

next

* Commercial Representative Name	<input type="text"/>
* Commercial Representative Surname	<input type="text"/>
* Email	<input type="text"/>
<i>IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ';' (semicolon) to separate multiple addresses.</i>	
Telephone	<input type="text"/>
Mobile	<input type="text"/>
<i>(please enter "+" "country code" and "your mobile phone number" with no spaces)</i>	
Fax Number	<input type="text"/>
* Username	<input type="text" value="9589781716<s"/>
<i>(please do not forget your username)</i>	
* Preferred Language	<input type="text" value="English (UK)"/>
* Time Zone	<input type="text" value="(GMT + 1:00) CET (Central Europe Time), Brussels, Budapest, Copenhagen, Madrid, Paris, Rome"/>

Enter the data in the **mandatory fields (*)** and click on **Save & Continue**.



PERSONAL DATA

Registration Data **Onboarding Pages** Registration Confirmation

[Save & Continue](#) [Cancel](#)


Label	Description	Response
INDIVIDUAL PERSON	* Are you an individual person?	<input type="checkbox"/>
Company Nationality	* Please indicate where the Company is based	<input type="checkbox"/>
FOREIGN SERVICE PROVIDER	* Are you a Supplier of services, resident tax payer in a Country different from Italy?	<input type="checkbox"/>

To continue the registration process, complete the **mandatory fields (*)** of the **Onboarding pages** section.

Finally, click on **Save & Continue**.

next

If you affirmatively answer to the question "Are you a Supplier of services, resident tax payer in a Country different from Italy?", complete the following mandatory fields (*):



PERSONAL DATA

Registration Data

Onboarding Pages

Registration Confirmation

Save & Continue

Cancel


FOREIGN SERVICE PROVIDER

Label	Description	Response
Tax residence	<p>* Is the Entity a resident tax-payer in a country different from Italy?</p> <p>In case of changes in the above declared conditions, the Company must promptly notify Loro Piana, by modifying the question</p>	<input type="text"/>
Company performance	<p>* The service/s rendered to Loro Piana S.p.A. is/are carried out in Italy?</p> <p>In case of changes in the above declared conditions, the Company must promptly notify Loro Piana, by modifying the question</p>	<input type="text"/>
Commercial_industrial_professional services	<p>* Does the Entity carry on any commercial or industrial activity in Italy through a permanent establishment, either performs in Italy any personal service from a fixed base situated therein?</p> <p>In case of changes in the above declared conditions, the Company must promptly notify Loro Piana, by modifying the question</p>	<input type="text"/>
Beneficiary	<p>* Is the Entity the beneficial owner of the income?</p> <p>In case of changes in the above declared conditions, the Company must promptly notify Loro Piana, by modifying the question</p>	<input type="text"/>

Then, click **Save & Continue**.

next

If you answer "Italy" when asked "Please indicate where the Company is based", complete the following mandatory fields (*):



PERSONAL DATA

Registration Data

Onboarding Pages

Registration Confirmation

Save & Continue

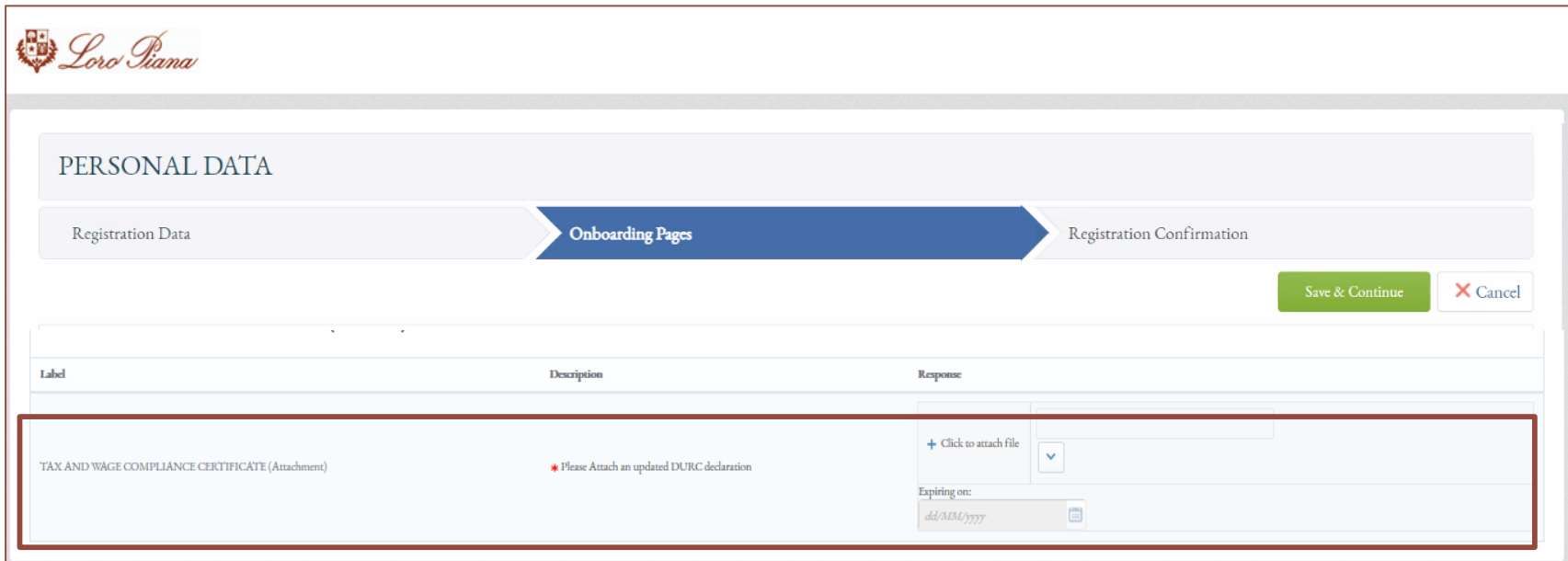
Cancel

Label	Description	Response
VAT number	* Please indicate VAT number	<input type="text"/> <small>Characters available 2000</small>
PEC MAIL	Please indicate your PEC (certified) mail	<input type="text"/> <small>Characters available 2000</small>
TAX AND WAGE COMPLIANCE CERTIFICATE	* Are you compliant with social security payments (DUROC declaration)?	<input type="text"/>
Company subject to withholding tax	* Please indicate if the Company is subject to withholding tax	<input type="text"/>

Then, click **Save & Continue**.

next

If you affirmatively answer to the question "Do you have the DURC?", attach the DURC document and indicate the expiration date.



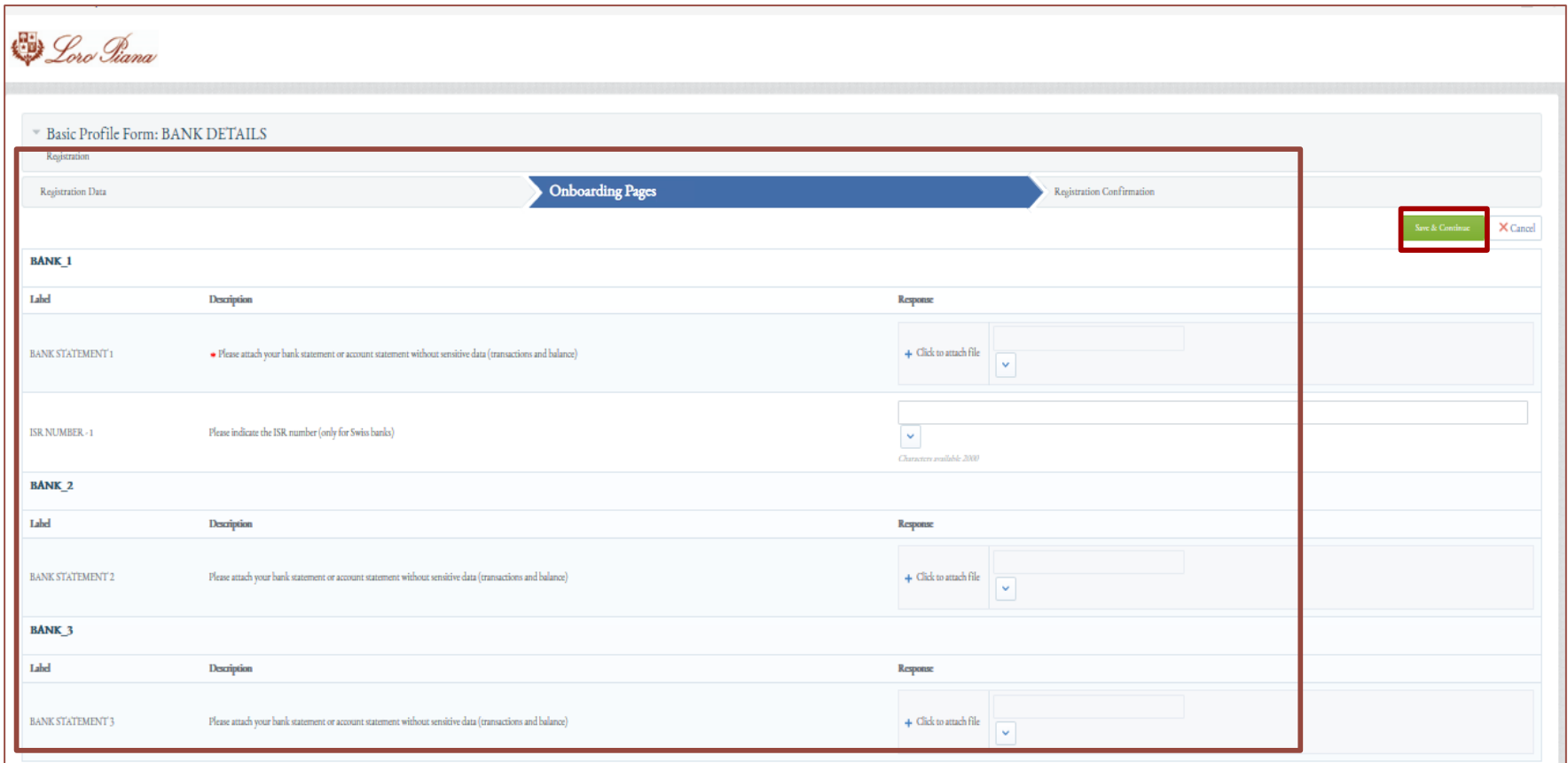
The screenshot shows the Loro Piana registration interface. At the top left is the Loro Piana logo. Below it, a section titled 'PERSONAL DATA' contains a progress bar with three steps: 'Registration Data', 'Onboarding Pages' (the current step, highlighted in blue), and 'Registration Confirmation'. To the right of the progress bar are two buttons: 'Save & Continue' (green) and 'Cancel' (white with a red X).

Below the progress bar is a table with three columns: 'Label', 'Description', and 'Response'. The table has one row highlighted with a red border:

Label	Description	Response
TAX AND WAGE COMPLIANCE CERTIFICATE (Attachment)	<p>★ Please Attach an updated DURC declaration</p>	<p>+ Click to attach file</p> <p>Expiring on: dd/MM/yyyy</p>

Then, click **Save & Continue**.

next



Basic Profile Form: BANK DETAILS

Registration

Registration Data Onboarding Pages Registration Confirmation

BANK_1

Label	Description	Response
BANK STATEMENT 1	Please attach your bank statement or account statement without sensitive data (transactions and balance)	+ Click to attach file
ISR NUMBER - 1	Please indicate the ISR number (only for Swiss banks)	

BANK_2

Label	Description	Response
BANK STATEMENT 2	Please attach your bank statement or account statement without sensitive data (transactions and balance)	+ Click to attach file

BANK_3


Label	Description	Response
BANK STATEMENT 3	Please attach your bank statement or account statement without sensitive data (transactions and balance)	+ Click to attach file

Save & Continue Cancel

Attach your bank statement or a copy of an account statement containing bank details, without any sensitive data.

Then, click **Save & Continue**.

next



▼ Basic Profile Form: GENERAL QUESTIONNAIRE_Phase 1

Registration

Registration Data

Onboarding Pages

Registration Confirmation

Save & Continue


Cancel

COMPANY GENERAL DATA_Phase 1

Label	Description	Response
ADMINISTRATIVE REPRESENTATIVE (NAME)	Please indicate first and last name of your Head of Accounting	<input type="text"/> Characters available 2000
ADMINISTRATIVE REPRESENTATIVE (MAIL)	Please indicate e-mail of your Head of Accounting	<input type="text"/> Characters available 2000
Document proving Company existence	<p>★ Attach any document proving Company existence:</p> <ul style="list-style-type: none"> - Italian Suppliers: <ul style="list-style-type: none"> - Limited Liability Company (SpA, Srl, Sapa), Partnership (Snc, Sas), Sole trader/Entrepreneur: Chamber of Commerce Company registration report - Others: copy of fiscal code - Foreigner suppliers: <ul style="list-style-type: none"> - Registered Companies: Business/Commercial Licenses, Certificate of registration and Tax identification - Others: copy of Tax Identification document or passport 	<p>+ Click to attach file</p> <input type="text"/>

To prove the existence of the Company, attach the document required, based on nationality and legal status.

Then, click **Save & Continue**.



Registration Confirmation


[Registration Data](#)

[Onboarding Pages](#)

[Registration Confirmation](#)

[Main Page](#)

✓ The Registration Process is complete. Your account has been activated.
Log in with your Username and Password to access the platform.

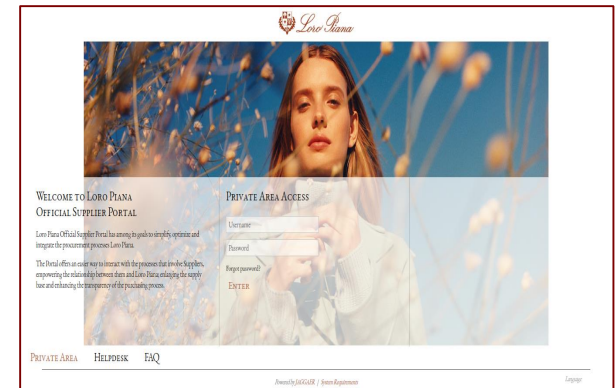


✓ The Registration Process is complete. Your account has been activated.
Log in with your Username and Password to access the platform.

Registration Summary

	Completion Status (Mandatory Questions for Registration)
Registration Data	✓
PERSONAL DATA	✓
BANK DETAILS	✓
GENERAL QUESTIONNAIRE_Phase 1	✓
FOREIGN SERVICE PROVIDER	✓
INDIVIDUAL PERSON DETAILS	✓
ITALIAN NATIONALITY	✓
TAX AND WAGE COMPLIANCE CERTIFICATE (Attachment)	✓

Your **registration process** has been successfully completed.

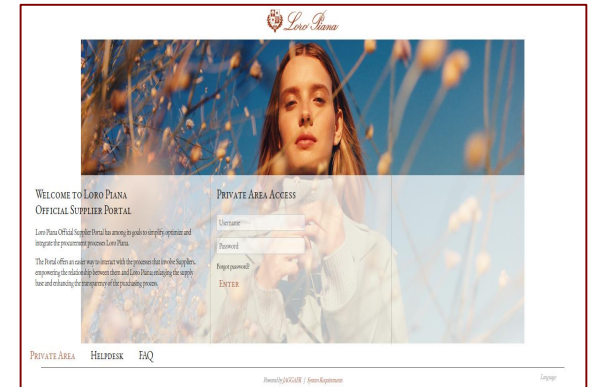


If the information provided is incomplete, you will receive an e-mail with the request for modification and the link to direct access the form to be modified

Login to the Loro Piana Supplier Portal and modify the data

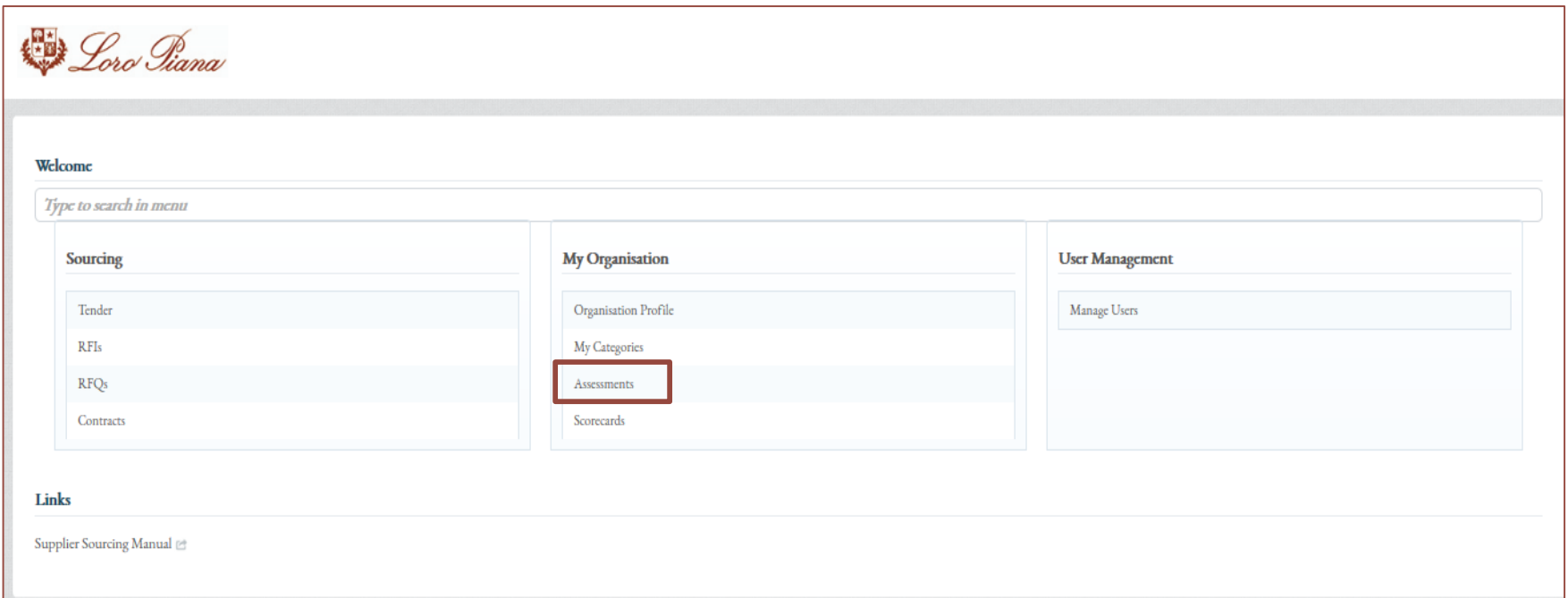


Once registered, you will receive an e-mail requiring to complete additional data in order to be qualified. The e-mail encloses the link for direct access to the new questionnaires.




Login to the Loro Piana Supplier Portal and complete the new questionnaires.

Alternatively to the direct access link, you can access the new questionnaires by performing the following steps:



Access the Portal and click on **Assessments**.





Editable Assessments

Qualification Assessments


Enter Filter (type to start search)

Buyer Organisation	Assessment Designation	Assessment Group Name	First Category	Request Received On	Editable Form Completion	Editable Category Form Completion
1 LORO PIANA	SERVIZI DI CONSULENZA CONTABILITÀ, FINANZA E REVISIONE	GDV Categoria A01	A01 - CONSULTING SERVICES FOR ACCOUNTING, FINANCE AND AUDITING	15/12/2020 13:47	0%	0%

Click on **Editable Assessments** and on every Form.

							
Back to List							
Request by Buyer Organisation: LORO PIANA Request Received On: 15/12/2020 13:47 Return Status: Forms To Be Returned To Buyer							
Details							
Editable Forms							
Editable Category Forms							
Editable Forms							
Return Forms To Buyer							
Title	Supplier Form Status		Document Expiry Date (First to Expire)	Last Modification Date	Form Editing Allowed on	Forms Viewed	
	Mandatory	Optional					
1  DUF (DOCUMENTO UNICO DI REGOLARITÀ FISCALE) DOCUMENT	0%			15/12/2020 13:47		No	
2 GENERAL QUESTIONNAIRE_Phase 2	0%	0%		15/12/2020 13:47		No	
3 PERSONAL DATA PROCESSING	0%			15/12/2020 13:47		No	

Then access every Form by directly clicking on it.



Back to List

Buyer Organisation: LORO PIANA
Ancient Designation: SERVIZI DI CONSULENZA CONTABILITÀ, FINANZA E REVISIONE
Status: In Evaluation

Details

Editable Forms

Editable Category Forms

←

<

>

→

Edit

Form Information

Last Supplier Modification Date

Editable Forms

Form Editing
Editable by Supplier

Current Editing Allowed
15/12/2020 13:47

Last Editing Stopped

Form Title: DURF (DOCUMENTO UNICO DI REGOLARITÀ FISCALE) DOCUMENT

Form Description

DURF (DOCUMENTO UNICO DI REGOLARITÀ FISCALE) DOCUMENT

Title	Description	Response
DURF (Documento unico di regolarità fiscale)	<div>Please attach DURF document (Documento Unico di Regolarità Contributiva)</div> <div>Indicate expiry date of DURF document (Documento Unico di Regolarità Contributiva)</div>	<div>(no file attached)</div> <div>Expiring on:</div>

Click on **Edit**.

Complete the requested information.

Click on

Save and Exit



Back to List



Request by Buyer Organisation: LORO PIANA

Request Received On: 15/12/2020 13:47

Return Status: Forms To Be Returned To Buyer



Details

Editable Forms

Editable Category Forms

Editable Forms

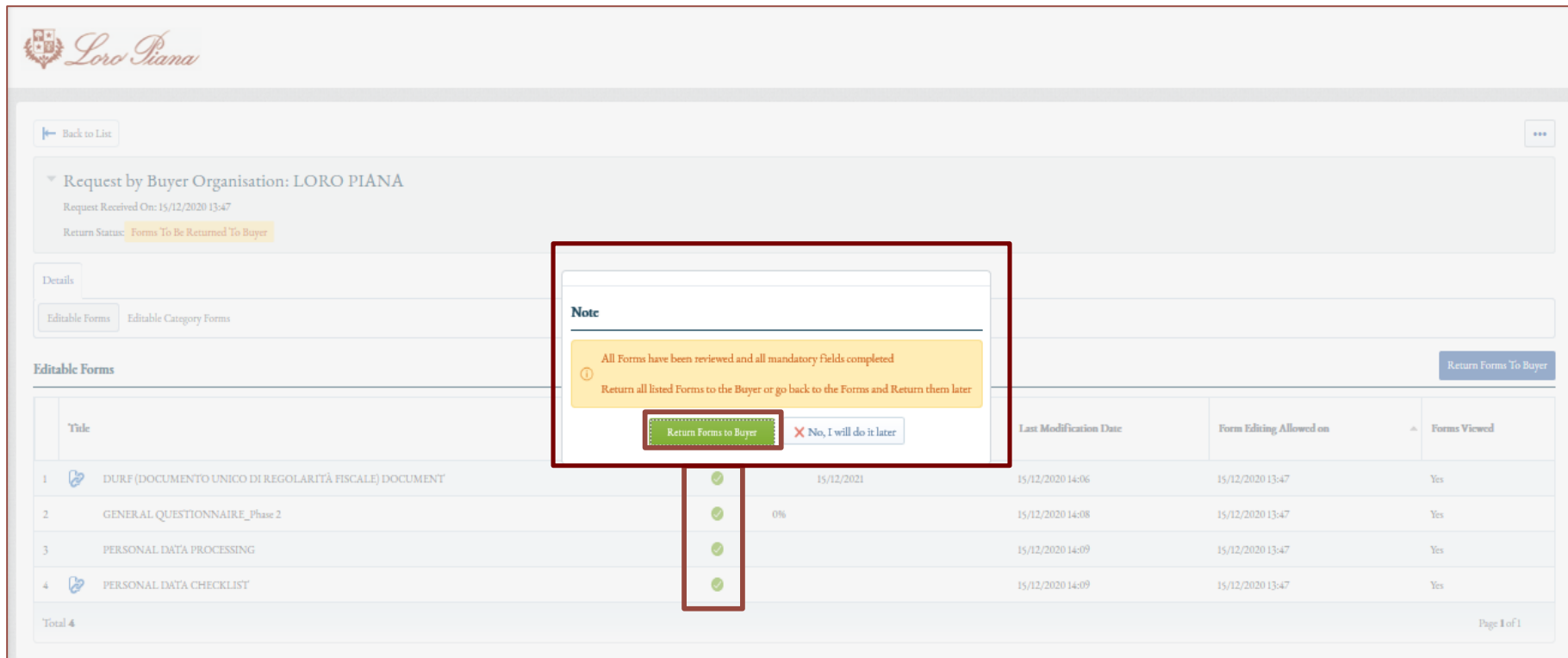
Return Forms To Buyer

	Title	Supplier Form Status		Document Expiry Date (First to Expire)	Last Modification Date	Form Editing Allowed on	Forms Viewed
		Mandatory	Optional				
1	 DUE (DOCUMENTO UNICO DI REGOLARITÀ FISCALE) DOCUMENT			15/12/2021	15/12/2020 14:06	15/12/2020 13:47	Yes
2	GENERAL QUESTIONNAIRE_Phase 2	0%	0%			15/12/2020 13:47	No
3	PERSONAL DATA PROCESSING	0%				15/12/2020 13:47	No
Total 3							Page 1 of 1

Repeat the procedure for all the Forms.

once all the mandatory fields have been completed, the green check will appear





The screenshot shows the Loro Piana Qualification Data interface. A pop-up message is displayed in the center, indicating that all forms have been reviewed and mandatory fields are completed. The message includes a note and two buttons: 'Return Forms to Buyer' and 'No, I will do it later'. The 'Return Forms to Buyer' button is highlighted with a red dashed box. Below the pop-up, a table lists the forms to be returned.

Title	Last Modification Date	Form Editing Allowed on	Forms Viewed
1 DURF (DOCUMENTO UNICO DI REGOLARITÀ FISCALE) DOCUMENT	15/12/2021	15/12/2020 14:06	Yes
2 GENERAL QUESTIONNAIRE_Phase 2	0%	15/12/2020 14:08	Yes
3 PERSONAL DATA PROCESSING	15/12/2020 14:09	15/12/2020 13:47	Yes
4 PERSONAL DATA CHECKLIST	15/12/2020 14:09	15/12/2020 13:47	Yes
Total 4			

Once all the required fields and information have been completed, in addition to the green tick, the **Return Form to Buyer** pop-up message will appear

Return Forms to Buyer


If further information is required relating to the Business area assigned to you, the System will redirect you to the subsequent category forms to be completed.

Click **OK** in the pop-up message.

Messaggio dal sito...

You have been redirected to Editable Category Forms

OK



Back to List

Request by Buyer Organisation: LORO PIANA
Request Received On: 15/12/2020 13:47
Return Status: Forms To Be Returned To Buyer


Details

Editable Category Forms

Return Category Forms To Buyer

	Category Code	Category Title	Supplier Form Status		Document Expiry Date (First to Expire)	Last Modification Date	Category Form Editing Enabled On	Forms Reviewed
			Mandatory	Optional				
2	A01	CONSULTING SERVICES FOR ACCOUNTING, FINANCE AND AUDITING	0%				15/12/2020 13:47	No
Total 1								Page 1 of 1

Click on the Purchasing Category to fill in the specific form.



[← Back to List](#)

Request by Buyer Organisation: LORO PIANA

Request Received On:

Return Status: Forms To Be Returned To Buyer

Details

Editable Category Forms

[← Back](#)

[Edit](#)

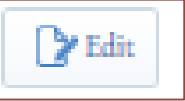
Form Title: Health and safety in the workplace

Form Description
Health and safety in the workplace

Health and safety in the workplace

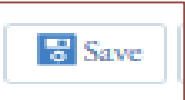
	Title	Description	Response
1	Protection and prevention Supervisor	Did your Company designate the Prevention and Protection Supervisor in the cases provided by the legislation? Please indicate Name and Surname	
2	Employees referent for Safety	Did your Company nominate the Workers' Representative for Safety, in the cases provided by the legislation?	
3	Occupational health physician	Did your Company nominate the Occupational health physician, in the cases provided by the legislation?	
4	Risk evaluation report	Does your Company use the updated Risk evaluation report?	
5	Risk evaluation report	Please indicate the date of last update of the Risk evaluation report	
6	Safety certificate for hazardous substances	Did your Company define a procedure to manage the hazardous substances?	
7	H&S	How does your Company communicate topics related to Health & Safety to Workers and Employees?	

Click on

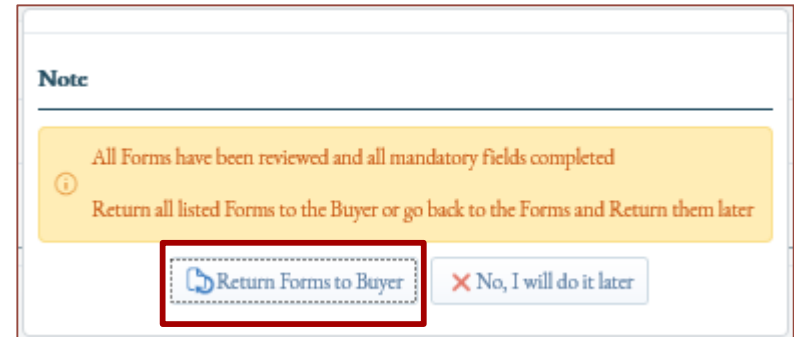


Enter the required information by filling in all the mandatory fields(*).

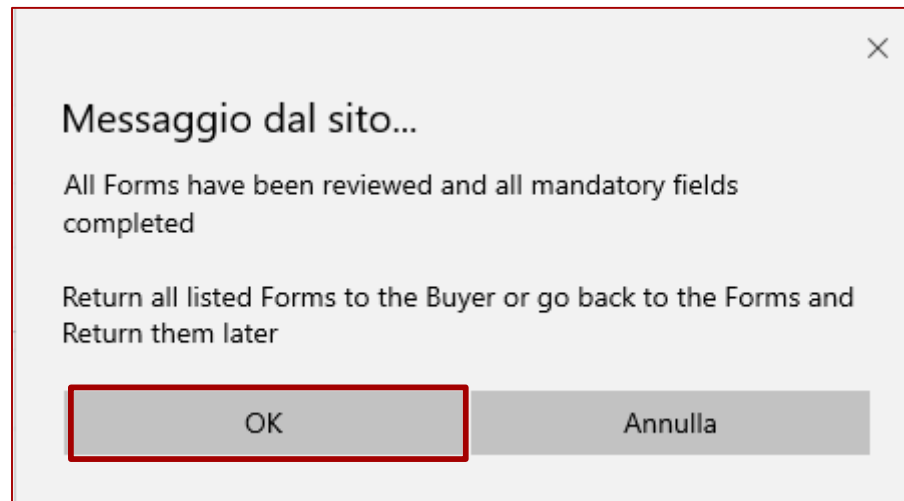
Click on

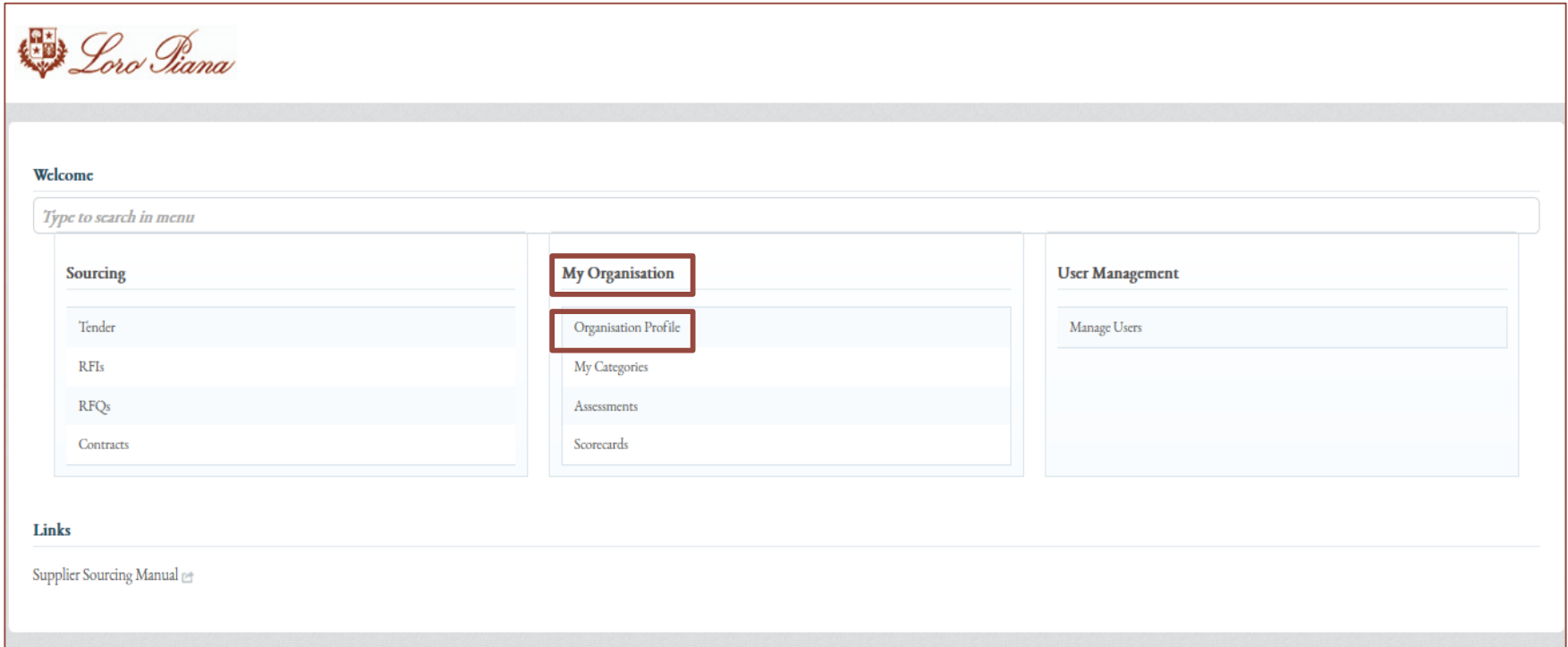


Once saved, the following pop-up message appears:
click on **Return Forms to Buyer**.



The system requires further confirmation before submitting the information, click on **OK** to confirm.





The screenshot shows the Loro Piana portal dashboard. At the top left is the Loro Piana logo. Below it, the word "Welcome" is displayed. A search bar with the placeholder text "Type to search in menu" is positioned above three main menu columns. The first column, titled "Sourcing", contains links for "Tender", "RFIs", "RFQs", and "Contracts". The second column, titled "My Organisation", contains links for "Organisation Profile", "My Categories", "Assessments", and "Scorecards". The third column, titled "User Management", contains a link for "Manage Users". At the bottom left, under the heading "Links", there is a link for "Supplier Sourcing Manual" with an external link icon.

Welcome

Type to search in menu

Sourcing

- Tender
- RFIs
- RFQs
- Contracts


My Organisation

- Organisation Profile
- My Categories
- Assessments
- Scorecards

User Management


- Manage Users

Links

Supplier Sourcing Manual 

To modify the data, login to the Portal.

In **My Organisation** section, click on **Organisation Profile**.



Registration Data

Profile Data

Status Summary





Responses

History of Changes

Edit ...

Organisation Name: L.C. S.p.A.

Organisation Details

SAP Code		
Country (Headquarter office)		ITALY
Organisation Name		L.C. S.p.A.
C.F.		07537953217

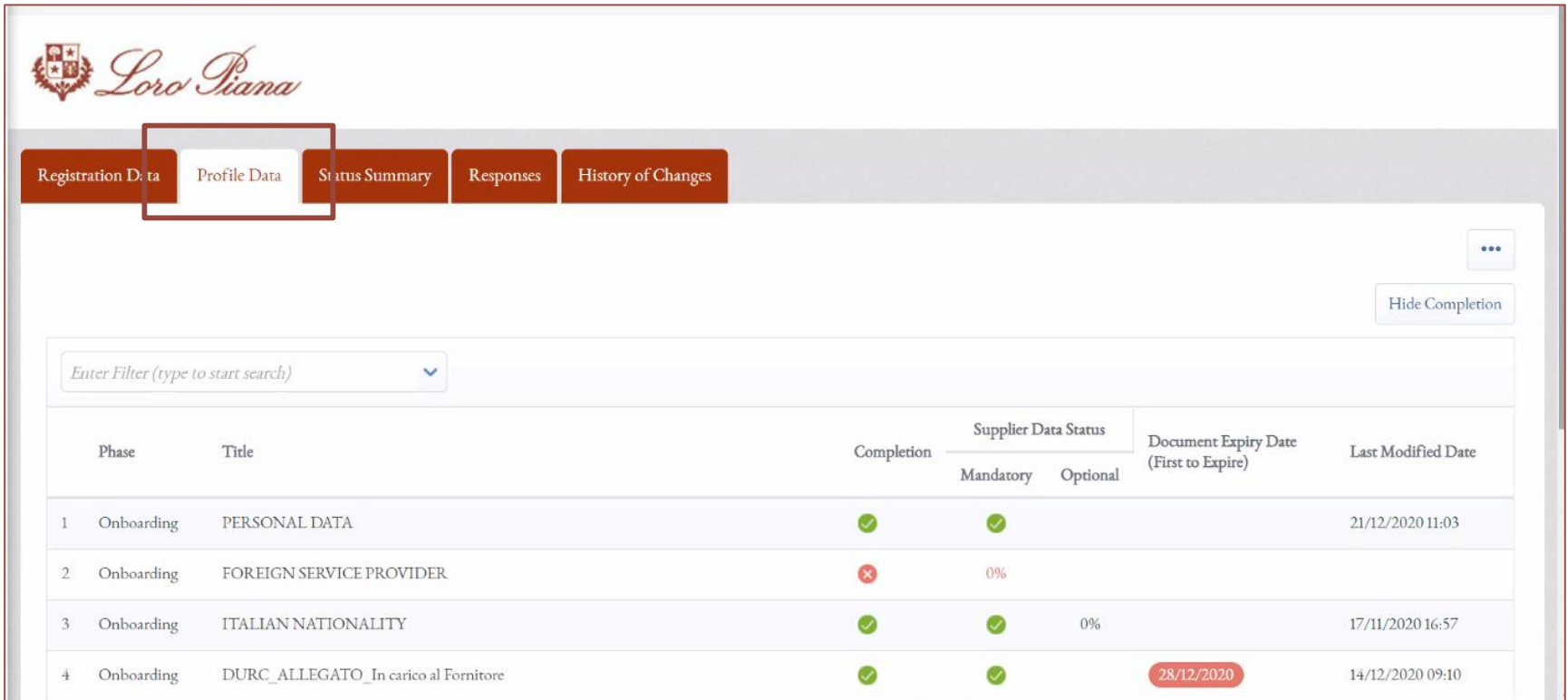
To change the information in the **Registration Data** area, click on **Edit**.

Organisation Name: supplier 15-12-2020

Organisation Details

SAP Code	
Country (Headquarter office)	ITALY
Organisation Name	supplier 15-12-2020
C.F.	22355234784
Corporate Number / Tax Identification Number / Business Number	
EU VAT Number	
* Address	<input type="text" value="via XXV Aprile"/>
* Street number	<input type="text" value="5"/>
* Postal Code	<input type="text" value="25342"/>
* City	<input type="text" value="Pero"/>
* State/Country	<input type="text" value="Milano"/> ▼
Web site	<input type="text"/>
DUNS CODE (to obtain your duns code access to https://www.upik.de/bcb452625e7876fc32b9a2c2ca9f8e61/cn/upik_suche.cgi?ncw=1)	

Edit your details and click **Save**.

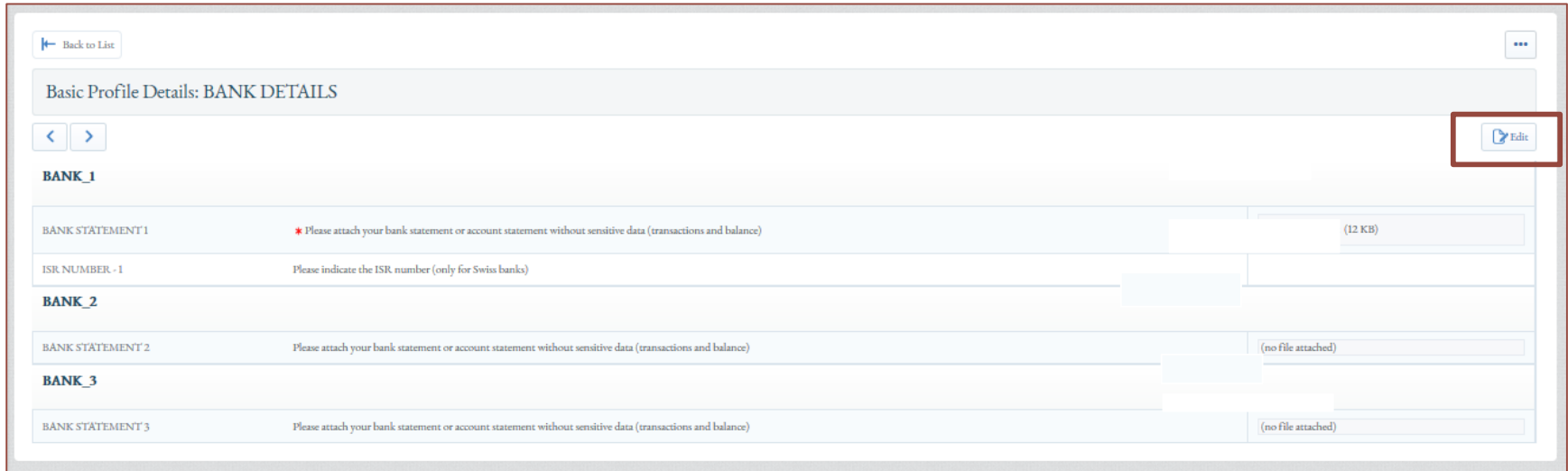


The screenshot shows the Loro Piana registration management interface. At the top, there is a navigation bar with five tabs: 'Registration Data', 'Profile Data', 'Status Summary', 'Responses', and 'History of Changes'. The 'Profile Data' tab is highlighted with a red box. Below the tabs, there is a search filter labeled 'Enter Filter (type to start search)' with a dropdown arrow. To the right of the filter is a 'Hide Completion' button. Below the filter is a table with the following columns: 'Phase', 'Title', 'Completion', 'Supplier Data Status' (subdivided into 'Mandatory' and 'Optional'), 'Document Expiry Date (First to Expire)', and 'Last Modified Date'.

	Phase	Title	Completion	Supplier Data Status		Document Expiry Date (First to Expire)	Last Modified Date
				Mandatory	Optional		
1	Onboarding	PERSONAL DATA	✓	✓			21/12/2020 11:03
2	Onboarding	FOREIGN SERVICE PROVIDER	✗	0%			
3	Onboarding	ITALIAN NATIONALITY	✓	✓	0%		17/11/2020 16:57
4	Onboarding	DURC_ALLEGATO_In carico al Fornitore	✓	✓		28/12/2020	14/12/2020 09:10

To change the information in the **Profile Data** area, click on the specific section.

Select and click on the form you want to edit.



Basic Profile Details: BANK DETAILS

[Back to List](#) [Edit](#)

BANK_1

BANK STATEMENT 1 * Please attach your bank statement or account statement without sensitive data (transactions and balance) (12 KB)

ISR NUMBER - 1 Please indicate the ISR number (only for Swiss banks)

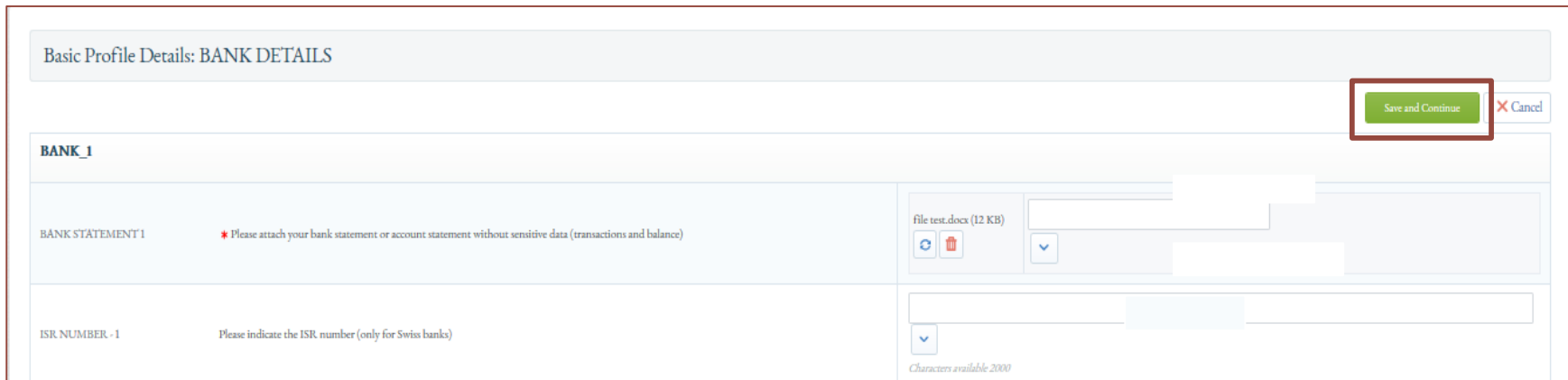
BANK_2

BANK STATEMENT 2 Please attach your bank statement or account statement without sensitive data (transactions and balance) (no file attached)

BANK_3

BANK STATEMENT 3 Please attach your bank statement or account statement without sensitive data (transactions and balance) (no file attached)

To modify the data of the selected form (e.g. Bank Details), click on **Edit**.



Basic Profile Details: BANK DETAILS

[Save and Continue](#) [Cancel](#)

BANK_1

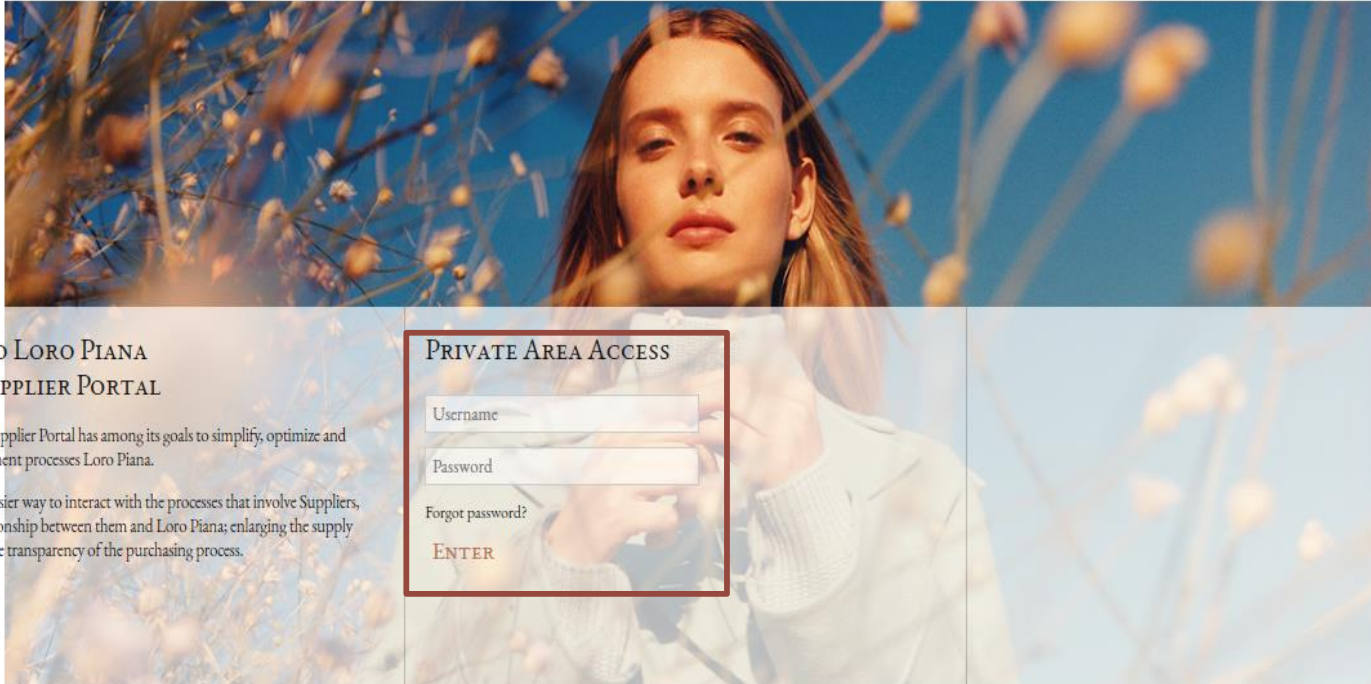
BANK STATEMENT 1 * Please attach your bank statement or account statement without sensitive data (transactions and balance)

file test.docx (12 KB)

ISR NUMBER - 1 Please indicate the ISR number (only for Swiss banks)

Characters available: 2000

Correct the data and click on **Save and Continue**.



[PRIVATE AREA](#)

[HELPDESK](#)

[FAQ](#)

Powered by JAGGAER / System Requirements

[Language](#)

If you have forgotten your password, you can autonomously set a new one.

Access the Portal, click on **Private Area** and on **Forgot password?**

Follow the guided steps.